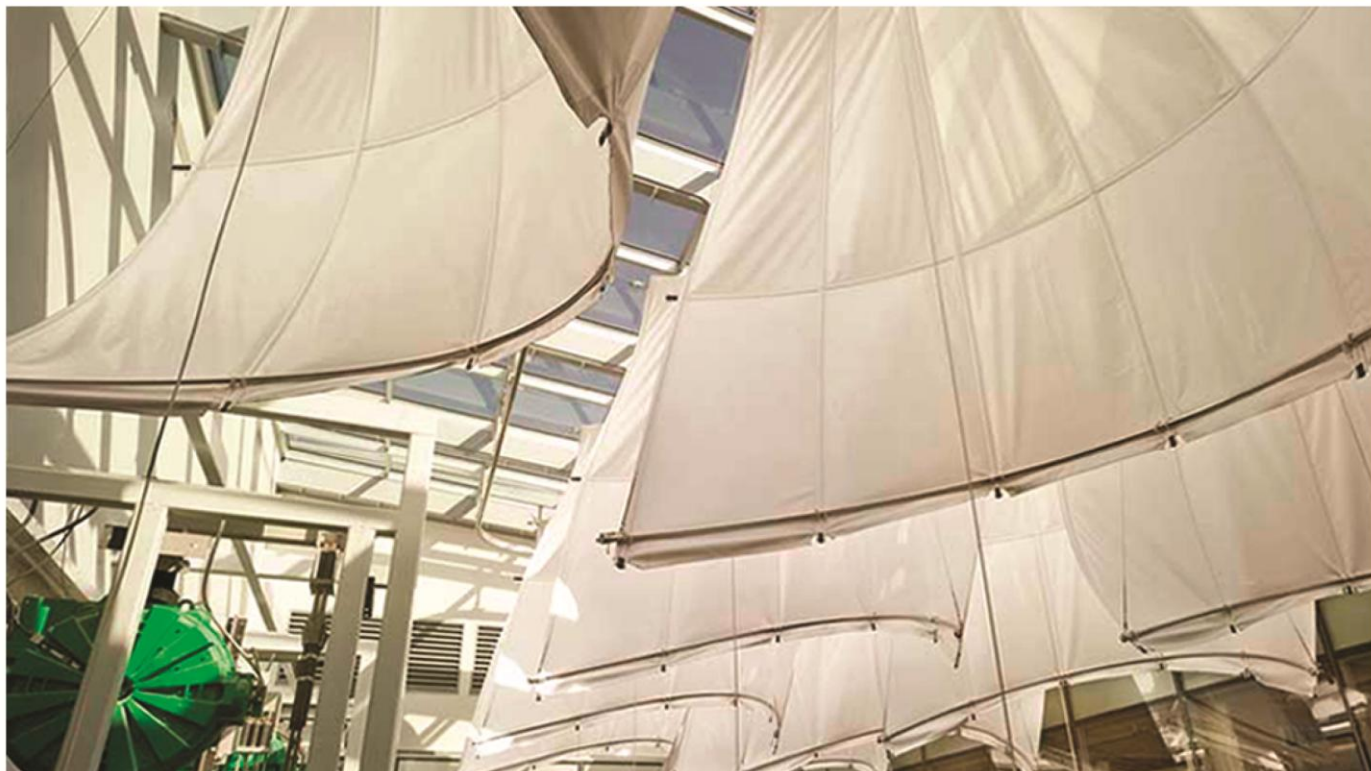




U.S. General Services Administration



GSA Green Purchasing Plan

2013

GSA Green Purchasing Plan

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Sustainable Acquisition at GSA

1

1 Sustainable Acquisition at GSA

1.1 GSA Policy

All applicable¹ GSA contract actions shall require the supply or use of:

- Environmental Protection Agency (EPA) Comprehensive Procurement Guideline (CPG) designated products
- ENERGY STAR® or Federal Energy Management Program (FEMP) designated products
- Electronic Product Environmental Assessment Tool (EPEAT) registered products²
- US Department of Agriculture (USDA) designated BioPreferred/Biobased products
- EPA WaterSense or other water efficient products
- Non-ozone-depleting products or alternatives listed under the EPA Significant New Alternatives Policy (SNAP)

¹ As defined in [Section 1.2](#) of this plan.

² Please note, for electronic products covered by EPEAT, GSA buyers shall purchase EPEAT registered products at the silver or gold level. However, until the market matures, GSA has decided to allow purchases of televisions and imaging equipment at the bronze level.

- Alternative fuel vehicles and alternate fuels
- Otherwise environmentally sustainable products³

1.2 Applicability

This policy applies to all new contract actions⁴ in support of GSA operations and using GSA funds.⁵ For the purposes of this policy, contract actions include:

- New contracts (and orders under them)
- New orders on existing contracts
- Acquisitions below the simplified acquisition threshold (SAT)
- Purchases below the micro-purchase threshold
- Purchases made with a government purchase card

1.2.1 Applicability

Determining whether a contract should result in the purchase of a product listed in [Section 1.1](#) can be complicated. Do not assume that your contract has no green options. Instead, work through the list below to determine if your contract should include green requirements and result in a green purchase:

³ Consistent with the guidelines set forth on the [EPA Environmentally Preferable Purchasing Website](#) (including products containing non- or less-toxic chemicals or containing alternatives to those on EPA's Priority Chemicals list). For more detailed information on individual environmental attributes, see Appendix D of this Plan.

⁴ Per [FAR 23.101](#), "contract action" means any oral or written action that results in the purchase, rent, or lease of supplies or equipment, services, or construction using appropriated dollars, including purchases below the micro-purchase threshold.

⁵ Note, however, that GSA's customer agencies are encouraged to adopt the GPP when purchasing through GSA.

- For design, construction, custodial, or operations & maintenance contracts, refer to Section A.2.1 of Appendix A.
- For vehicle acquisitions and leases, refer to Section D.7 of Appendix D.
- For contracts involving the purchase of products that contain a substance listed on EPA's Priority Chemicals list, refer to Section A.1.3 of Appendix A.
- For leases of real property, the PBS Office of Leasing promotes green purchasing via green clauses in GSA's lease document related to the sustainable build-out and operation of tenant spaces (depending on the appropriate lease model used and lease situation). Refer to Section A.3 of Appendix A for more details.
- For all other contracts, refer to GSA's Green Procurement Compilation for help determining which contracts for supplies or services should result in the purchase of products that fall within the categories listed in Section 1.1. Consider whether the contract in question will involve the purchase (by GSA, the contractor, or a sub-contractor) of an item or items falling within any of the supply or service categories listed there.

1.3 Required Actions

In describing the agency's needs for all acquisitions of products and services, GSA must follow FAR 11.002(d). Additional required actions are outlined below.

Please note that in some cases, the GPP includes requirements above and beyond that of those listed in the FAR.

1.3.1 Acquisition Planning

Agency acquisition plans and solicitations shall,⁶ as applicable:

- Require supply or use of the products described in Section 1.1
- Comply with the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings and the Guiding Principles for Sustainable Existing Buildings (Guiding Principles), for the design, construction, renovation, repair, or deconstruction of federal buildings
- Require contractor compliance with federal environmental requirements, when the contractor is operating government-owned facilities or vehicles, to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles
- Specify needs for printing and writing paper consistent with the 30 percent postconsumer fiber minimum content standards

FAR Parts to Consider:

- FAR 7.105(b)(17) - Contents of Written Acquisition Plans
 - *Environmental and energy conservation objectives.* Discuss all applicable environmental and energy conservation objectives associated with the acquisition (see Part 23). . . and any environmentally-related requirements to be included in solicitations and contracts (see 11.002 and 11.303).
- FAR 7.105(a)(3)(i) - Contents of Written Acquisition Plans
 - *Life-cycle cost.* Discuss how life-cycle cost will be considered. If it is not used, explain why. If appropriate, discuss the cost model used to develop life-cycle-cost estimates.

1.3.2 Synopses and eBuy descriptions

⁶ See FAR 7.103(p).

In addition to the statement of work, synopses and eBuy descriptions must provide a clear and concise description of the applicable requirement for environmentally sustainable products or services.⁷

1.3.3 Evaluation factors

Unless an exception applies, consider to the maximum extent practicable a preference for environmentally sustainable products or services (see [Section 1.3.1](#)) when developing best value evaluation factors. For sample source selection language, visit the [Green Source Selection Factors Database](#).

When appropriate, a contractor's supply and use of environmentally sustainable products or services, in addition to their past compliance with sustainability requirements, should be considered as a factor in evaluating the contractor's past performance.

1.3.4 Documenting Exceptions

Generally,⁸ there are three situations when GSA may justify not purchasing products or services listed in [Section 1.1](#):

- A product or service meeting the sustainability requirements is not available competitively within a reasonable time frame
- A product or service meeting the sustainability requirements does not meet appropriate performance standards

⁷ See [FAR 5.207\(c\)\(11\)](#).

⁸ See [FAR 23.204](#) for specific instructions on exemptions related to ENERGY STAR® and FEMP-designated products. Note: Exceptions to purchasing these products must be made at the agency head level.

- A product or service meeting the sustainability requirements is only available at an unreasonable price

The contract file *must* be documented prior to award with the appropriate exception to justify any procurement over the micro-purchase threshold that does not require the supply or use of items that satisfy the requirements of this plan.

In each case, the exception must be approved at the applicable level. Each Responsible Party shall establish a designee to review and approve exceptions.⁹

1. 3. 5 Post-award

Personnel responsible for monitoring contractor compliance with specifications or other contractual requirements shall monitor compliance with requirements for the delivery or use of environmentally sustainable products or services. These responsibilities include:

- Requesting environmental technical assistance, if needed
- Ensuring that the contractor complies with any reporting requirements relating to environmentally sustainable products or services

When applicable, include in the Contractor Performance Assessment Reporting System (CPARS) contractor compliance with specifications or other contractual requirements requiring the delivery or use of environmentally sustainable products or services as part of the past performance evaluation.

⁹ See Section 2, "Roles and Responsibilities."



Roles and Responsibilities

2

2 Roles and Responsibilities

All GSA employees with a role in GSA acquisitions are responsible for ensuring that contract actions satisfy sustainability standards or are appropriate and properly-documented exceptions. Additional responsibilities for certain positions and offices are identified below.

2.1 GSA Senior Sustainability Officer (SSO)

The SSO is responsible for:

- Establishing annual agency-wide green purchasing goals
- Coordinating and submitting an annual status report on green purchasing to the Office of Management and Budget Office of Federal Procurement Policy (OFPP) and the Office of the Federal Environmental Executive (OFEE) (see [Section 3.5](#))
- Monitoring enterprise-level performance; identifying and pursuing corrective actions
- Reviewing and ensuring execution of implementation plans
- Supporting the GSA Chief Acquisition Officer and OGP in promoting the GPP and providing guidance to GSA's acquisition workforce

2.2 GSA Office of Government-wide Policy (OGP)

The OGP is responsible for:

- Reviewing the GPP annually and updating as necessary
- Promoting the GPP to GSA's acquisition workforce to ensure awareness and compliance
- Providing guidance to GSA's acquisition workforce on implementation of the GPP
- Establishing procedures to monitor and track procurement data for purchases of green products and services
- Developing and implementing an agency-wide green purchasing training program
- Establishing a formal compliance monitoring system, including contract compliance reviews, to assess and improve GSA's sustainable acquisition compliance
- Providing annual reporting requirements to the GSA SSO for the annual report to the Office of Management and Budget (OMB), OFPP, and OFEE

2.3 Federal Acquisition Service (FAS) Commissioner

The FAS Commissioner is responsible for:

- Developing an implementation plan for FAS to ensure compliance with the GSA GPP
- Reviewing the implementation plan annually and updating it as necessary
- Increasing the number and visibility of sustainable products and services that utilize sustainable products offered through GSA *Advantage!*® and the GSA Global Supply™ ordering site
- Ensuring the accuracy of environmental icons used on GSA *Advantage!*®
- Conducting analyses of the green product market and customer buying behavior to foster sustainable purchasing by all agencies and to meet federal sustainable acquisition goals

- Ensuring that all FAS employees complete the applicable green purchasing training as required in Section 3.1
- Providing the GSA SSO procurement data and reviewing contract actions in support of EO and other reporting requirements
- Raising awareness and educating industry on how to offer compliant products and services
- Monitoring FAS-level performance; identifying and pursuing corrective actions
- Establishing a designee to review and approve exceptions¹⁰ to sustainable acquisition requirements submitted for internal FAS purchases
- Ensuring accurate reporting of sustainable contract elements in FPDS data fields 8K and 8L pertaining to internal FAS purchases

2.4 Public Building Service (PBS) Deputy Commissioner

The PBS Deputy Commissioner is responsible for:

- Developing an implementation plan for PBS to ensure compliance with the GSA GPP
- Reviewing the implementation plan annually and updating it as necessary
- Ensuring all GSA-owned, -operated, and -leased facilities and services comply with sustainable acquisition requirements, including:
 - Building design, repair, renovation, construction, and deconstruction
 - Operations, management, and maintenance
 - Custodial services
- Ensuring that all PBS employees complete applicable green purchasing training as required in Section 3.1
- Providing the GSA SSO procurement data and reviewing contract actions in support of EO and other reporting requirements

¹⁰ See Section 1.3.4 of this Plan.

- Raising awareness and educating industry on how to offer compliant products and services
- Monitoring PBS-level performance; identifying and pursuing corrective actions
- Establishing a designee to review and approve exceptions¹¹ to sustainable acquisition requirements submitted for internal PBS purchases
- Ensuring accurate reporting of sustainable contract elements in FPDS data fields 8K and 8L pertaining to internal PBS purchases

2.5 Chief Administrative Services Officer (CASO)

The CASO is responsible for:

- Developing an implementation plan for the Central Office Contracting Division (COCD) to ensure compliance with the GSA GPP
- Reviewing the implementation plan annually and updating it as necessary
- Ensuring that all COCD employees complete the applicable green purchasing training as required in [Section 3.1](#)
- Providing the GSA SSO procurement data and reviewing contract actions in support of EO and other reporting requirements
- Monitoring COCD-level performance; identifying and pursuing corrective actions
- Establishing a designee to review and approve exceptions¹² to sustainable acquisition requirements submitted for internal GSA purchases
- Ensuring accurate reporting of sustainable contract elements in FPDS data fields 8K and 8L pertaining to internal GSA purchases

2.6 Program Office Officials

Program Office officials¹³ are responsible for:

¹¹ See [Section 1.3.4](#) of this Plan.

¹² See [Section 1.3.4](#) of this Plan.

- Completing green purchasing training as required in Section 3.1
- Defining all applicable environmental and energy conservation objectives associated with the acquisition, including lifecycle considerations
- Using the Green Procurement Compilation and GSA *Advantage!*® Environmental Aisle to identify green products and services and applicable green product requirements
- Ensuring that specifications and performance requirements comply with the GPP
- Identifying product and service areas where significant positive environmental impact can be achieved through acquisition of sustainable products or services
- Working with the Contracting Officer (CO) to resolve any sustainable product-related contract performance issues
- Assisting the environmental technical experts and CO to select the product or service that meets all applicable standards, or otherwise minimizes overall environmental impact, when multiple environmental standards apply to a product or service
- Providing rationale for the applicable exception to the CO, justifying any acquisition that will not involve the procurement of green products or services (see Section 1.3.4)
- Collecting procurement data in support of EO and other reporting requirements

2.7 COs and Contract Specialists

CO's and Contract Specialists are responsible for:

- Completing green purchasing training as required in Section 3.1
- Procuring products and services that comply with the policy outlined in Sections 1.1 and 1.2 of this Plan

¹³ Program Office officials are program and/or project managers.

- Using the Green Procurement Compilation and GSA *Advantage!*® Environmental Aisle to identify green products and services and applicable green product requirements
- Ensuring, in conjunction with Program Office/Project Manager, that acquisition plans include:
 - All applicable green purchasing objectives associated with the acquisition consistent with this Plan and FAR Part 23
 - Rationale for any exceptions to purchasing green¹⁴
 - Documentation of all considerations pursuant to FAR 7.105(b)(17)
- Ensuring proper approval of the applicable FAR or EO exception for any product or service that does not comply with green purchasing requirements (see Section 1.3.4)
- Including all applicable green-purchasing-related FAR and GSAR solicitation provisions and contract clauses
- Accounting for life cycle costs, including operational and end-of-life costs, associated with a required product or service, rather than just the up-front cost in purchasing decisions
- Consulting with technical experts (e.g., Program/Project Managers) when multiple environmental standards apply to a product or service in order to select the product or service that meets all applicable standards, or otherwise minimizes overall environmental impact
- Purchasing the EPA designated item when either a USDA designated, biobased item or an EPA designated CPG item can be used for the same purpose(s), and both meet the agency's needs
- Entering accurate purchase information into FPDS-NG, as required, including environmental attributes in data fields 8K and 8L
- Ensuring the contractor complies with all green purchasing-related performance requirements, including contractor reporting

¹⁴ See Section 1.3.4 of this Plan.

2.8 Purchase Card Holders

Purchase card holders are responsible for:

- Completing green purchasing training as required in Section 3.1
- Procuring products and services that comply with the policy outlined in this Plan
- Use the Green Procurement Compilation and GSA *Advantage!*® Environmental Aisle to identify green products and services even when not purchasing electronically through GSA *Advantage!*®

2.9 CO's Representatives (CORs)

CORs are responsible for:

- Completing green purchasing training as required in Section 3.1
- Ensuring the contractor complies with all green purchasing-related performance requirements and documenting compliance in past performance reports
- Notifying the CO of any compliance-related issues
- Ensuring contractor compliance with any green purchasing reports required by the contract



Implementation

3

3 Implementation

Each Responsible Party will develop an implementation plan for their areas of responsibility that, at a minimum, addresses:

- Training
- Promotion and education
- Compliance monitoring and corrective action
- Annual review
- Reporting
- Recognition

The implementation plans shall describe how each element will be accomplished, the parties responsible for the implementation, and a strategy for monitoring performance and identifying and taking corrective actions. The implementation plans should be developed in collaboration with the relevant regional offices and include responsibilities and actions at the regional level.

3.1 Training

All COs, CORs, and Program/Project Managers (regardless of purchasing authority) must complete GSA's green purchasing training available at the GSA Online University, titled "Green Purchasing for the Federal Acquisition Workforce."

Purchase card holders must complete the training available on GSA's SmartPay® website, which includes information on why, when, and how to purchase sustainable products and services.

Respective managers are responsible for ensuring that employees receive the required training. Training statistics will be collected and reported to the GSA SSO as required to comply with OMB reporting requirements.

3.2 Promotion and Education

GSA will supplement formal training efforts with other opportunities to educate its employees on green purchasing requirements and best practices. GSA will employ the following strategies to promote the GPP and its message to agency employees:

- Making the GPP and other relevant guidance available electronically through GSA's external website
- Posting the GPP, the implementation plans, and supplemental material to an internally-accessible web page in a format suitable for frequent updates
- Identifying and communicating successful case studies to agency employees
- Presenting relevant information at various events, such as conferences, acquisition workforce training days, Earth Day activities, etc.
- Communicating updates to the GPP and other green purchasing requirements via e-mail

GSA will also communicate the GPP's message to customers and industry through various educational efforts, including the following:

- Making the GPP and other relevant guidance available electronically through GSA's external website
- Presenting relevant information at GSA, customer agency, and vendor conferences.
- Updating green icons on GSA *Advantage!*® to ensure their accuracy and to conform to new purchasing requirements
- Communicating examples of innovative success stories, such as showcasing green buildings
- Hosting green product and service showcases
- Highlighting sustainable terms and conditions in GSA's inter-agency acquisition vehicles

3.3 Compliance Monitoring and Corrective Actions

Responsible Parties are responsible for ensuring compliance with purchasing requirements through the development and execution of their implementation plans, in addition to measures such as issuing supplemental guidance, providing additional oversight, and identifying training opportunities.

Monitoring shall include periodic trend analyses and procedures for identifying and implementing corrective actions, regular spot-checks for proper documentation of applicable exceptions to buying green, as well as a process for reporting instances of chronic non-compliance to senior management as appropriate.

All contract files, credit card statements, and other documentation are also subject to compliance reviews. Responsible Parties shall take corrective actions to resolve deficiencies identified in compliance reviews.

While GSA may implement these formal measures of compliance monitoring, all employees share the responsibility of evaluating successes and identifying opportunities to improve performance.

3.4 Annual Review of GPP

The GPP is a living document that will be modified as necessary. OGP, in coordination with FAS, PBS, and OAS will review the GPP annually to ensure compliance with new requirements and to monitor its effectiveness as a green purchasing resource guide.

The GPP and implementation plans will be posted to an internally-accessible web page in order to capture comments, questions, and other feedback from across the agency. The page will also allow GSA to post or link to supplemental materials and resources as best practices evolve. This may include practical resources for buyers, such as sample solicitation/contract language, justification to exceptions, contracting templates, and green contract examples.

3.5 Reporting

RCRA, FSRIA, and EOs 13423 and 13514 require agencies to provide information to OMB and OFEE for a report to Congress and the President, respectively, on statutory and EO implementation.

When requested by OMB/OFPP and OFEE, the GSA SSO must submit a status report. This report includes a summary of acquisition of all of the green products, or services that use such products, as identified in the EOs to include:

- Products with recycled content
- Energy Star and FEMP designated products
- EPEAT registered products
- Alternative fuel vehicles or alternative fuels
- Biobased products
- Environmentally preferable products
- Non-ozone depleting products
- Non- or less-toxic alternatives

OGP is responsible for tracking and reporting green purchasing activity to the GSA SSO in support of the agency's semi-annual status report. Responsible Parties must develop methods and procedures in their implementation plans to capture data on green purchasing and provide it to OGP. Those methods and procedures should be automated to the greatest extent possible.

The GSA SSO may analyze the data to identify strengths and weaknesses of the GSA GPP and relay them to service and staff offices.

3.6 Recognition

The GreenGov Presidential awards program, administered by the Council on Environmental Quality, celebrates extraordinary achievement in the pursuit of President Obama's EO 13514 on Federal Leadership in Environmental, Energy and Economic Performance.

The [White House's GreenGov](#) program provides more information.



Additional Guidance on Purchasing Environmen- tally Sustainable Prod- ucts & Services

A

A Additional Guidance on Purchasing Environmentally Sustainable Products and Services

A.1 Products¹⁵

As applicable¹⁵, GSA buyers must purchase products that are:

- EPA CPG designated products
- ENERGY STAR® or FEMP designated products
- EPEAT registered products
- USDA designated BioPreferred/Biobased products
- EPA WaterSense or other water efficient products
- Non-ozone-depleting products or alternatives listed under EPA SNAP
- Alternative fuel vehicles and alternate fuels¹⁶
- Otherwise environmentally sustainable products

¹⁵ See Section 1.2 of this Plan for rules on applicability.

¹⁶ Consistent with the guidelines set forth on the EPA Environmentally Preferable Purchasing Website (including products containing non- or less-toxic chemicals or containing alternatives to those on EPA's Priority Chemicals list). For more detailed information on individual environmental attributes, see Appendix D of this plan.

A.1.1 CPG, ENERGY STAR®, FEMP, EPEAT, BioPreferred, WaterSense, and SNAP Products

Users may visit the [Green Procurement Compilation](#) to identify all products that fall under the CPG, ENERGY STAR®, FEMP, EPEAT, BioPreferred, WaterSense, and SNAP programs. For each product type, the site identifies minimum content levels and includes links to the applicable environmental programs, FAR subparts, and potential *purchasing options*.

A.1.2 Environmentally Preferable Products

In addition to products covered by the programs above, GSA buyers shall purchase environmentally preferable products (EPPs) in accordance with [FAR 23.703](#). EPPs have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison applies to raw materials, manufacturing, packaging, distribution, use, reuse, operation, maintenance, and disposal. However, *environmentally preferable* is a comparative term and is not necessarily limited to single attributes such as recycled content or energy efficiency. Buyers should consider the entire lifecycle of a product in determining whether one product is environmentally preferable to another.

While there is no designated list of environmentally preferable products and services, the EPA has created a [Database of Environmental Information for Products and Services](#) for assistance in finding EPPs. It is searchable by product category or product name. When ordering an EPP, request a product that contains multiple environmental attributes to satisfy the requirement to purchase EPP products.

EPA has also issued guidance on [Environmentally Preferable Purchasing](#), which helps buyers to find and evaluate information about green products and services, identify

green purchasing requirements, calculate costs and benefits of purchasing choices, and manage green purchasing processes.

A.1.3 Non- and Less-Toxic Alternatives

Environmentally preferable products include products composed of non- or less-toxic alternatives. GSA buyers should conduct market research when purchasing products that contain a substance listed on EPA's Priority Chemicals list to determine if a less harmful substitute exists.

The Green Procurement Compilation contains some information on products containing non- or less-toxic chemicals, including products available under EPA's Design for the Environment program. See Section D.8 of Appendix D for more information on non- or less-toxic alternatives.

A.2 Services

A.2.1 Services that Require Green Products

When purchasing services listed in the Green Procurement Compilation, contracts shall require the contractor to supply or use products that meet the environmental standards cited in Section A.1. For these services, the Green Procurement Compilation offers a downloadable list¹⁷ of required products and their associated environmental requirements. The acquisition team must determine which of these products will apply to their acquisition and incorporate the associated green requirements into the contract.

¹⁷ Note that the downloadable spreadsheet provides a suggested listing of products; your team may determine that not all listed products will apply or that other green products will also apply to your acquisition.

For the contract categories listed below, please refer to the website provided:

- Design and Construction (refer to the P-100)
- Custodial (incl. pest control and landscaping) and Operations/Maintenance

Contracts for services that are neither listed above nor in the Green Procurement Compilation may also require the use or supply of green products. You should conduct market research to determine when to apply environmental product requirements to your contract.

For all service contracts, the preference is for deliverables and administrative documents to be submitted electronically. However, should the contracting team determine paper is necessary, then the contract must require that paper deliverables and administrative documents be printed and copied duplex on paper containing at least 30 percent postconsumer fiber.¹⁸

A.2.2 Services that Incorporate Other Sustainable Practices

In addition to requiring green products, all GSA contract actions shall employ other environmentally sustainable practices to the greatest extent practicable. Buyers are required to give preference to environmentally preferable services, defined as services that have a lesser or reduced effect on human health and the environment when compared with competing services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the (product or) service. You may consider any or all of these aspects when evaluating the environmental impacts of a service.

¹⁸ For solicitations and contracts exceeding the simplified acquisition threshold, include the clause at FAR 52.204-4.

It is important to examine all parts of your solicitation to identify greening opportunities. Take environmental considerations into account over the entire life of a contract, from acquisition planning through contract closeout.

Visit FAS's [Tips for Greening Acquisitions](#) page and EPA's [Environmentally Preferable Purchasing](#) site to learn more about integrating environmental aspects into your acquisitions.

A.2.3 Services that Achieve Sustainable Goals

Green procurement may also involve the acquisition of services that assist organizations in meeting sustainability objectives, such as greenhouse gas (GHG) reduction. The following services are available through GSA's Multiple Award Schedule (MAS) program:

Schedule 899: Environmental Services

- 899 1 Environmental Consulting Services
- 899 3 Environmental Training Services
- 899 5 Materials and Waste Recycling and Disposal Services
- 899 7 Geographic Information Systems (GIS) Services
- 899 8 Remediation and Reclamation Services
- 899 10 Ancillary Supplies and/or Services
- 899 99 New Technology

Schedule 03FAC: Facilities Maintenance and Management

- 871 202 Energy Management Planning and Strategies
- 871 203 Training on Energy Management
- 871 204 Metering Services
- 871 205 Energy Program Support Services
- 871 206 Building Commissioning Services

- 871 207 Energy Audit Services
- 871 208 Resource Efficiency Management (REM)
- 871 209 Innovations in Renewable Energy
- 871 210 Water Conservation
- 871 211 Energy Consulting Services
- 871 299 New Services for Energy Solutions
- 871 100 Ancillary Supplies and/or Services, Relating to Energy Management, Water Conservation and Support Services

Comprehensive Professional Energy Services (CPES) Blanket Purchase Agreements (BPA)

- Buyers are encouraged to use CPES BPAs to acquire any combination of the Schedule 03FAC Facilities Maintenance and Management services
- For government-wide use
- Number of BPA Holders ranges from 15-18 per region
- Many of the BPAs awarded to contractor teams, ensuring that each BPA covers the full scope of energy management services
- Additional information can be found [here](#)

Schedule 84: Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response

- 246 42 2 - Facility Management Systems (includes Energy and Facility Management Functions and Services)
- 246 42 3 - Facility Management Systems (includes systems capable of both security functions and energy management functions)
- 246 53 - Facility Management and Energy Solutions (includes Energy Saving Performance Contracts)

A.2.4 Renewable Energy

Section 203 of EPO Act 2005 requires that, to the extent economically feasible and technically practicable, federal agencies obtain specific percentages of their annual electric energy consumption from renewable energy. For FY 2011 and 2012, the minimum percentage was 5 percent, increasing to 7.5 percent in FY 2013 and all subsequent years. Electricity from renewable energy sources can be purchased or can be generated on-site.

Under EPO Act and EOs 13423 and 13514, the term “renewable energy” means electric energy generated from solar, wind, biomass, landfill gas, ocean (including tidal, wave, current, and thermal), geothermal, municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project.

When appropriate, be sure to use the techniques for greening service acquisitions as described in the previous sections when purchasing services that achieve sustainability goals. Environmental impact should be considered as part of the best value determination for these services, as contractors should be able to outline the environmental consequences of their proposed solutions in significant detail.

A.3 Leases of Real Property

When leasing real property, refer to Chapter 18, “Sustainability and Environmental Considerations,” of the Leasing Desk Guide on www.gsa.gov for GSA’s green leasing requirements. A mix of mandatory green clauses associated with new lease procurements, succeeding leases, and new lease construction projects require lessors

to provide biobased, recovered/recycled content, energy efficient, and other green products as part of any required build-out.



How to Buy Green Through GSA

B

B How to Buy Green Through GSA

B.1 Agency Inventory and Excess from Other Agencies

Reusing federal government property is the ultimate form of green purchasing. Reuse helps protect the environment by keeping excess property out of the pollution mainstream, ensuring maximum utilization of supplies already purchased with taxpayer dollars, and avoiding the costs associated with new procurements. Furthermore, FAR 8.002 establishes agency inventories and excess supplies from other agencies as the two highest priorities for acquiring supplies.

Except as required by FAR 8.003, or otherwise provided by law, agencies shall use excess personal property as the first source of supply for agency and cost-reimbursement contractor requirements. FAR Subpart 8.1 provides further guidance on this requirement and identifies GSA as the responsible agency for managing excess personal property.

Interested parties may find out what excess personal property is available through any of the following methods:

- Checking GSA's online excess personal property system GSAXcess®, the customer's online worldwide inventory of federal excess personal property

- Contacting the appropriate GSA Personal Property Management Office for information on available excess property
- Conducting onsite screening at various federal facilities

GSAXcess.gov is the entry site for the Federal Excess Personal Property Utilization Program, allowing users to search and request federal excess personal property under a wide variety of product categories, including furniture, automobiles, hardware, and office equipment. Product listings include the location and condition of the excess item, while many listings also feature product photos.

Generally, the only costs incurred during the process are transportation and handling costs.

B.2 GSA Advantage!®

GSA *Advantage!®* is the online shopping and ordering system that provides access to thousands of contractors and millions of supplies and services through MAS contracts. Although anyone may browse on GSA *Advantage!®*, only a federal government employee with a GSA SmartPay purchase card, a GSA Activity Address Code (AAC), or a Department of Defense AAC (DODAAC) may shop on GSA *Advantage!®*.

GSA *Advantage!®* features the Environmental aisle, which is designed to allow direct access to the variety of environmental products and services that GSA offers. The Aisle allows for easy searches of products by environmental attributes. It can also be accessed by clicking on the Environmental special category listing on the GSA *Advantage!®* homepage.

GSA *Advantage!®* also offers access to the Federal Strategic Sourcing Initiative (FSSI) aisle, which is a centralized source for many government-wide and agency-specific

BPAs established against Federal Supply Schedules. Many of these FSSI contract vehicles incorporate green purchasing requirements into the basic terms and conditions.

B.3 GSA Global Supply™

GSA Global Supply™ offers easy, flexible, and reliable access to a wide variety of environmentally sustainable products. As the one-stop online resource for agency support needs, GSA Global Supply™ provides access to tens of thousands of National Stock Numbers and GSA part numbered tools, office supplies, computer products, and other items. Agencies are assured that every purchase through GSA Global Supply™ complies with FAR and EOs.

GSA Global Supply™ offers the capability to query for environmentally sustainable products by selecting the “Green” items tab on the top of the main shopping page; this will result in a listing of all environmentally compliant items. This list can be filtered using specific product attributes or price.

All GSA Global Supply™ items are also available via GSA *Advantage!*®.

B.4 Vehicle Acquisitions and Leases

Alternative fuel vehicles (AFVs) are defined by section 301 of the Energy Policy Act of 1992, as amended (42 U.S.C. 13211). The Act includes:

- Electric fueled vehicles
- Hybrid electric vehicles
- Plug-in hybrid electric vehicles
- Dedicated alternative fuel vehicles

- Dual fueled alternative fuel vehicles
- Qualified fuel cell motor vehicles
- Advanced lean burn technology motor vehicles
- Any other alternative fuel vehicles that are defined by statute

There are three methods to acquire AFVs and low GHG-emitting vehicles:

- GSA Automotive is a mandatory source of supply for non-tactical vehicle purchases within the United States. Customers interested in buying AFVs can submit orders through AutoChoice. For purchasing questions, the website or call 703-605-CARS (2277).
- GSA Fleet is an optional source of vehicles for agencies interested in leasing vehicles. Customers interested in leasing AFVs can contact their servicing GSA Fleet office, call (703) 605-5630, visit the website, or send an e-mail to AFVteam@gsa.gov for more information.
- GSA Automotive provides commercial lease options through Schedule 751. Customers interested in commercial leases can visit the website.



FAR Green Purchasing Requirements

C

C FAR Green Purchasing Requirements

C.1 Summary of FAR Green Purchasing Requirements

The FAR was created to establish uniform acquisition policies and procedures for federal agencies. It implements governmental policy as expressed in statutes, EOs, and other regulations. The goal is to deliver on a timely basis the best value product or service while maintaining the public's trust and fulfilling public policy objectives. Various FAR Parts regulate the purchase of green products and services by federal buyers and mandate green requirements be incorporated into federal contracts.

FAR Part 23, *Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace*, establishes acquisition policies and procedures that support the government's program for ensuring a drug-free workplace and for protecting and improving the quality of the environment. FAR Part 23 establishes the requirement for buyers to consider the environmental impact of products and services. This includes, but is not limited to, the acquisition of green products and services that contain recovered materials, energy efficient products and services, products and services that use renewable

energy technology, biobased products, and environmentally preferable products and services consistent with the principles of efficiency and cost effectiveness.

FAR Part 2, *Definitions of Words and Terms*, provides definitions for "biobased product"; "energy-efficient product"; "energy-efficient standby power devices"; "energy-savings performance contract"; "environmentally preferable"; "pollution prevention"; "recovered material"; "renewable energy"; "renewable energy technology"; "sustainable acquisition"; "waste reduction"; and "water consumption intensity. "

FAR Part 4, *Administrative Matters*, requires contractors to submit paper documents on 30 percent recycled content paper that is printed or copied duplex. It also requires COs to accurately enter sustainability information into FPDS for each contract action above the micropurchase threshold.

FAR Part 5, *Publicizing Contract Actions*, requires that every synopsis contain information on sustainable acquisition requirements (or high-performance sustainable building practices, if for design, construction, renovation, repair, or deconstruction).

FAR Part 7, *Acquisition Planning*, requires that acquisition plans address the results of market research, the description of agency needs, and address all applicable federal acquisition requirements for green products and services.

FAR Part 8, *Required Sources of Supplies and Services*, deals with the acquisition of products and services from or through government supply sources. FAR 8.4 outlines procedures for orders placed against GSA MAS contracts. FAR 8.4 prescribes ordering offices to consider environmental and energy efficiency considerations, among other factors, when making a best value determination.

FAR Part 10, *Market Research*, establishes procedures for conducting market research to reach the best means for acquiring products and services. Agencies are required to use market research to maximize the use of products that contain recovered materials and/or meet energy efficiency standards.

FAR Part 11, *Describing Agency Needs*, requires agencies to establish requirements for the procurement of green products and services and consider environmental considerations in the development of source-selection factors.

FAR Part 12, *Acquisition of Commercial Items*, establishes policies and procedures that approximate the commercial marketplace and encourages the purchase of commercial products and components. Subpart 12.3 provides standard solicitation provisions and contract clauses for the acquisition of commercial items that the CO can use to make FAR Part 23 requirements applicable as long as the contractor officer is consistent with limitations contained in FAR 12.302.

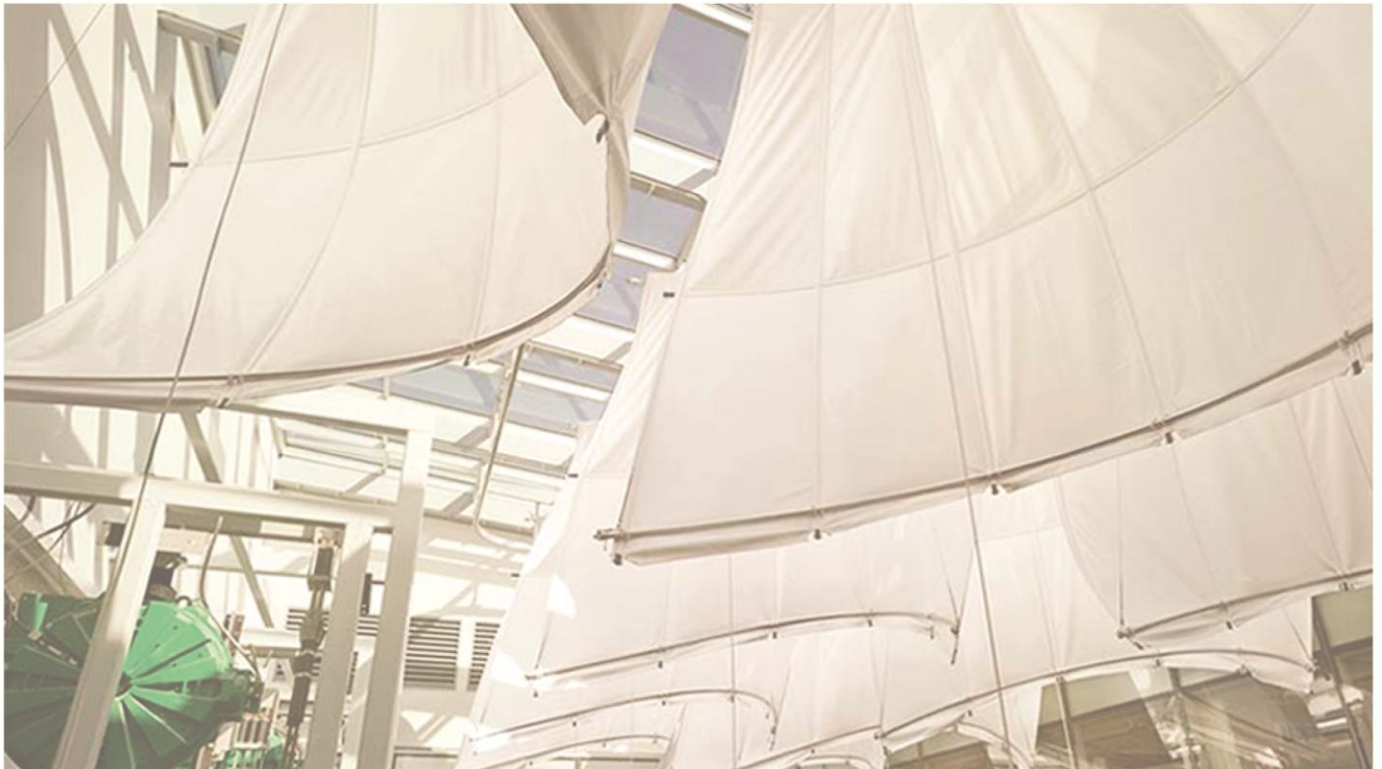
FAR Part 36, *Solicitation of Firms for Architect-Engineer Contracts*, establishes policies and procedures that are relevant to construction and architect-engineer services. Agencies are required to evaluate each potential contractor in terms of its specialized experience and technical competence in the type of work required, and where appropriate, experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials.

FAR Part 37, *Service Contracting*, states that service contracts must require the delivery, use, or furnishing of products consistent with Part 23.

FAR Part 39, *Acquisition of Information Technology (IT)*, requires that agencies identify requirements for pursuant to energy efficiency, EPEAT standards, and environmental preferability when purchasing IT.

FAR Part 42, *Contract Administration Functions*, establishes general policies and procedures for performing contract administration functions and related audit services. FAR 42. 302 requires agencies to monitor the contractor's compliance any contract requirements for compliance with environmental laws addressed in FAR Part 23. Contractors are required to comply with reporting requirements relating to green product purchases utilized in contract performance if specified in the contract (see FAR 23. 4).

FAR Part 52, *Solicitation Provisions and Contract Clauses*, sets forth solicitation provisions and contract clauses that must be included as prescribed within the FAR.



Detailed Information on Environmental Attributes

D

D Detailed Information on Environmental Attributes

This section describes each green purchasing attribute (as listed in [Section D.1](#)), GSA's purchasing requirement with respect to each, legal authority for such attributes,¹⁹ where to find and purchase products containing the attribute, and additional resources.

D.1 The attributes or standards are:

- EPA CPG designated products²⁰
- ENERGY STAR® or FEMP designated products
- EPEAT registered products
- USDA designated BioPreferred/Biobased products
- EPA WaterSense or other water efficient products

¹⁹ The authorities are provided as a reference only; in most cases, this GPP goes beyond statutory and regulatory requirements, as it requires that 100 percent of all applicable product purchases--or the products supplied or used in performance of a service contract---contain these attributes.

²⁰ See FAR 11.303 for special requirements for purchasing paper.

- Non-ozone-depleting products or alternatives listed under the EPA SNAP (Significant New Alternatives Policy)
- Alternative fuel vehicles and alternate fuels
- Otherwise environmentally sustainable products²¹

The description of each attribute is structured as follows:

- GSA Purchasing Requirement
- Authority (Public Laws, FAR authorities, etc.)
- Find and Purchase
- Additional Resources

Refer to the [Green Procurement Compilation](#) for the latest list of designated products and related purchasing information.

D.2 EPA CPG designated products

D.2.1 GSA Purchasing Requirement

For the product categories below, GSA buyers shall purchase EPA designated items composed of the highest percentage of recovered materials practicable.

- Construction Products
 - Landscaping Products
 - Non-Paper Office Products
 - Paper and Paper Products
 - Park and Recreation Products
 - Transportation Products
-

²¹ Consistent with the guidelines set forth on the [EPA Environmentally Preferable Purchasing Website](#) (including products containing non- or less-toxic chemicals or containing alternatives to those on EPA's Priority Chemicals list).

- Vehicular Products
- Miscellaneous Products

When purchasing EPA designated items within these categories, buyers shall only purchase products that meet or exceed EPA's CPG recommended recovered materials content levels. Buyers shall purchase the item with the highest recovered materials content practicable without jeopardizing the intended use of the product, while maintaining a satisfactory level of competition at a reasonable price.

When no CPG item is available containing the percentages of recovered materials recommended by EPA, buyers shall purchase the item with the highest percentage of recovered materials practicable, accounting for the conditions above and other environmental considerations. For example, if EPA designated Product X and recommended that it contain 50 percent recovered materials, but only products with 40 percent recovered materials are available in the geographic area in which a purchase is being made, then the buyer shall purchase the product containing 40 percent recovered materials. See [FAR 23.405\(b\)\(2\)](#) for documentation requirements.

When an EPA designated CPG item and USDA designated (biobased) item will be used for the same purposes and both meet the agency's needs, all other factors being equal, buyers shall purchase the CPG item.

D.2.2 Authority

In addition to [EOs 13423](#) and [13514](#), the authorities below also address recycled content products.

Public Laws

Under Section 6002 of the Resource Conservation and Recovery Act (RCRA),²² EPA is required to designate items that are or can be produced with recovered materials and to recommend practices for buying these items. RCRA Section 6002 also requires purchasing agencies to establish Affirmative Procurement Programs (APP)²³ for EPA designated items.

Federal Acquisition Regulation

FAR Part 23 requires agencies to purchase products made with recovered materials.

The following sections pertain to these products:

- FAR 23.103 – Federal agencies must ensure that 95 percent of new contract actions for products and services require products that are sustainable, including products made with recovered materials.
- FAR 23.403 – Requires competitive cost-effective purchases of products that meet reasonable performance requirements and are composed of the highest percentage of recovered materials practicable.
- FAR 23.404(a) – Requires agencies to have an APP that provides guidelines for purchasing items with recovered material (EPA designated products).
- FAR 23.404(b) – Requires that agencies' APPs require that 100 percent of purchases of EPA designated items contain recovered material content, unless the item cannot be acquired (i) competitively within a reasonable time frame; (ii) meeting reasonable performance standards; or (iii) at a reasonable price.


²² 42 U.S.C. 6962.

²³ In January 2011, the GSA Green Purchasing Plan formally replaced the agency's APP. The GPP addresses all requirements previously included in the APP.

- FAR [23.405\(b\)\(2\)](#) – Requires the CO to place a written justification in the contract file when: 1) an exemption is used for an EPA designated item, or 2) the procurement of a product containing recovered material does not meet or exceed the EPA recovered material content guidelines.
- FAR [23.406](#) – Requires the insertion of the following contract clauses, as applicable: Recovered Material Certification ([FAR 52.223-4](#)), Estimate of Percentage of Recovered Material Content for EPA Designated Products ([FAR 52.223-9](#)), and Affirmative Procurement of EPA Designated Items in Service and Construction Contracts ([FAR 52.223-17](#)).
- FAR [23.703](#) – Requires agencies to implement acquisition strategies that promote the use of recovered materials.

D.2.3 Find and Purchase

EPA has designated more than 60 items through its Comprehensive Procurement Guidelines program. To identify items composed of recycled content, buyers may search for designated items by category on EPA's [CPG website](#) or on the [GSA Green Procurement Compilation](#).

Visit [GSA Advantage!® Green Aisle](#) to identify and purchase compliant products. CPG products are currently identified with the icon  for quick reference in both [GSA Advantage!®](#) and the GSA Global Supply™ System. GSA Buyers must request recovered material content products that meet the minimum CPG requirements.

D.2.4 Additional Resources

[EPA's Comprehensive Procurement Guidelines](#)

[GSA Green Procurement Compilation](#)

[FedCenter](#)

D.3 ENERGY STAR® or FEMP designated products

D.3.1 GSA Purchasing Requirement

When purchasing any product covered by the ENERGY STAR® or FEMP programs, GSA buyers shall only purchase ENERGY STAR®-qualified or FEMP designated products, except as provided by the FAR. This includes, but is not limited to, all items in the following product categories:

- Appliances
- Building Products (includes seals and insulation; roofing products; and windows, doors and skylights)
- Computers & Electronics (see [Appendix D](#) for EPEAT registered products)
- Battery Chargers
- Heating & Cooling
- Lighting & Fans
- Plumbing

D.3.2 Authority

In addition to [EOs 13423](#) and [13514](#), the authorities below also address energy-efficient products.

Public Laws

The [Energy Independence and Security Act of 2007 \(EISA 2007\)](#) requires federal agencies to employ the most energy-efficient designs, systems, equipment, and controls that are life-cycle cost effective.

Section 524 encourages federal agencies to minimize standby energy use in purchases of energy-using equipment.

Section 525 requires federal procurement to focus on ENERGY STAR® and FEMP designated products.

Section 433 requires designs for new construction and major renovations to perform 30 percent better than ASHRAE 90. 1-2004 and to apply sustainable design principles.

Section 435 requires all new leases (with some exceptions) to be in buildings with the ENERGY STAR® designation.

Section 104 of the Energy Policy Act (EPACT) of 2005 requires federal agencies to procure only ENERGY STAR® and FEMP designated products, unless (1) an ENERGY STAR® or FEMP product is not cost-effective over the life of the product taking energy cost savings into account or (2) no ENERGY STAR® or FEMP products is reasonably available that meets the functional requirements of the agency.

It also requires that GSA only supply ENERGY STAR® or FEMP designated products for all product categories covered by these programs, except when (1) the ordering agency specifies in writing that no ENERGY STAR® or FEMP designated product is available to meet the buyer's functional requirements or (2) no ENERGY STAR® or FEMP designated product is cost-effective for the intended application over the life of the product, taking energy cost savings into account.

Federal Acquisition Regulation

FAR Part 23 requires agencies to purchase energy-efficient products. The following sections pertain to these products:

- FAR 23.103 – Federal agencies must ensure that 95 percent of new contract actions for products and services require products that are sustainable, including energy-efficient products.

- FAR 23.203 – Requires the purchase of ENERGY STAR®, FEMP designated, and Low Standby Power²⁴ products.
- FAR 23.204 – An agency is not required to procure an ENERGY STAR® or FEMP designated product if the head of the agency determines in writing that— (a) No ENERGY STAR® or FEMP designated product is reasonably available that meets the functional requirements of the agency or (b) is cost effective over the life of the product taking energy cost savings into account.
- FAR 23.205 – Requires maximum use of energy-saving performance contracts.
- FAR 23.206 – Requires inclusion of clause 52.223-15 in solicitations and contracts involving energy-consuming products.
- FAR 23.703 – Requires agencies to implement acquisition strategies that promote energy efficiency.

FAR 39.101 - Requires agencies to identify energy-efficiency requirements when purchasing IT.

D.3.3 Find and Purchase

ENERGY STAR® is a voluntary labeling program designed to identify and promote energy-efficient products to reduce greenhouse gas emissions. ENERGY STAR® products generally use 20–30 percent less energy than required by federal standards. The ENERGY STAR® designation is also given to buildings that are in the top 25 percent in energy efficiency compared to similar types of buildings.

The Department of Energy's FEMP sets purchasing specifications, including standby power levels, for energy-efficient product categories commonly purchased by federal agencies. Products meeting these performance requirements fulfill FEMP designated product requirements.

²⁴ Energy Star specifications often include low standby power requirements.

In general, FEMP does not address products covered by Energy Star standards, unless a separate standby power standard is needed. Note that FEMP does not endorse specific products.

To determine which products are covered by these programs, you may search the GSA [Green Procurement Compilation](#) or visit the [ENERGY STAR](#) and [FEMP](#) web sites. Buyers may visit the [GSA Advantage!® Green Aisle](#) to identify and purchase compliant products.

ENERGY STAR® and FEMP products are currently identified with their respective icons for quick reference in both GSA *Advantage!*® and the GSA Global Supply™ System. GSA Buyers must request ENERGY STAR® and FEMP products when purchasing from these sources.

D.3.4 Additional Resources

[Department of Energy FEMP](#)

[ENERGY STAR®](#)

[GSA Green Procurement Compilation](#)

[FedCenter Buy Green](#)

[FedCenter Electronics](#)

D.4 EPEAT registered products

D.4.1 GSA Purchasing Requirement

For electronic products covered by EPEAT, GSA buyers shall purchase EPEAT registered products at the silver or gold level.²⁵ Product categories currently covered by EPEAT are listed below:

- Computers & Displays
 - Desktops
 - Displays
 - Notebooks
 - Integrated Desktop Computers
 - Workstation Desktops
 - Thin Clients
 - Tablet Notebooks
- Televisions
- Imaging Equipment
 - Copiers
 - Digital Duplicators
 - Fax Machines
 - Mailing Machines
 - Multifunction Devices
 - Printers
 - Scanners

GSA Order 2160.3A establishes the requirement to purchase microcomputer assets, including desktops, laptops, and local area network servers operated by Services, Staff offices (S/SO) and Regions through a Blanket Purchase Agreement (BPA).

²⁵ However, until the market matures, GSA has decided to allow purchases of televisions and imaging equipment at the bronze level.

Purchases through the BPA meet the EPEAT standards. The BPA is mandatory; exceptions to the configurations or processes are to be approved in advance by the GSA Office of the Chief Information Officer.

When purchasing energy consuming equipment for which there is no EPEAT standard (the IEEE 1680 standard), buyers shall purchase ENERGY STAR® or FEMP designated items (see Section A.1.2).

D.4.2 Authority

In addition to EOs 13423 and 13514, the authorities below also address EPEAT products.

Federal Acquisition Regulation

FAR Part 23 requires agencies to purchase EPEAT registered products. The following sections pertain to these products:

- FAR 23.103 – Federal agencies must ensure that 95 percent of new contract actions for products and services require products that are sustainable, including EPEAT registered products.
- FAR 23.703 – Requires agencies to implement acquisition strategies that maximize the utilization of environmentally preferable products and services.
- FAR 23.704 – Requires agencies to meet at least 95 percent of their annual acquisition requirement for electronic products categorized by the Electronic Product Environmental Assessment Tool, unless there is no EPEAT standard for such products.
- FAR 23.704(c) – Agencies may grant an exception if the agency determines that no EPEAT registered product meets agency requirements, or that the EPEAT registered product will not be cost effective over the life of the product.
- FAR 23.705(b) – Unless an exception has been approved in accordance with 23.705(c), insert the clause at 52.223-16, IEEE 1680 Standard for the Environmental

Assessment of Personal Computer Products. Agencies may use the clause with its Alternate I when there are sufficient EPEAT Silver registered products available to meet agency needs.

FAR 39.101 - Requires agencies to identify requirements pursuant to EPEAT standards when purchasing IT.

D.4.3 Find and Purchase

EPEAT is a system that helps purchasers evaluate, compare, and select electronic products based on their energy-efficiency, recycled content, lack of toxic content, and other environmental attributes. EPEAT registered products are rated Gold, Silver, or Bronze depending on the percentage of 28 optional criteria they meet above the baseline criteria. At a minimum, all EPEAT registered products are compliant with the ENERGY STAR® standards set when the product was released.

To identify products covered by the EPEAT program, buyers may search the EPEAT website or the GSA Green Procurement Compilation.

GSA associates authorized to purchase microcomputer assets shall use online ordering procedures described and implemented through the BPA vendor's website, in accordance with the terms and conditions of the BPA (See GSA Order 2160.3A). The BPA vendor's website provides more detail.

D.4.4 Additional Resources

EPEAT

GSA Green Procurement Compilation

FedCenter Buy Green

FedCenter Electronics

D.5 USDA designated BioPreferred/Biobased products

D.5.1 GSA Purchasing Requirement

GSA buyers shall purchase USDA designated items – known as BioPreferred items – composed of the highest percentage of biobased materials practicable. When purchasing items within the list of product categories at USDA's Biopreferred site, buyers shall only purchase products that are designated by USDA as BioPreferred.

When purchasing BioPreferred items, buyers shall purchase the item with the highest biobased materials content practicable, without jeopardizing the intended use of the product while maintaining a satisfactory level of competition at a reasonable price.

When no BioPreferred item is available containing the percentages of biobased materials recommended by USDA, buyers shall purchase the item with the highest percentage of biobased materials practicable, accounting for the conditions above and other environmental considerations.

For example, if USDA designated Product X and recommended that it contain 70 percent biobased materials, but only products with 40 percent biobased materials are available in the geographic area in which a purchase is being made, then the buyer shall purchase the product containing 40 percent biobased materials.

When a USDA designated (biobased) and EPA designated CPG item will be used for the same purposes and both meet the agency's needs, all other factors being equal, buyers shall purchase the EPA designated CPG item.²⁶

²⁶ See FAR 23.405(c).

D.5.2 Authorities

In addition to EOs 13423 and 13514, the authorities below also address biobased products.

Public Laws

Procurement of biobased products is required by Section 9002 of the Farm Security and Rural Investment Act (FSRIA) of 2002, Public Law 107-171, which authorizes USDA to designate biobased products for federal procurement. The overall regulatory framework for the USDA program can be found in 7 CFR 2902.

Section 9002 requires federal agencies to purchase biobased products designated as BioPreferred, except as provided at FAR Part 23. 404(b). Federal agencies are required to give preference to the item with the highest percentage of biobased content where purchases by the agency as a whole exceed \$10,000 per fiscal year, as prescribed by 7 CFR 2902.3.

Federal Acquisition Regulation

FAR Part 23 requires agencies to purchase biobased products. The following sections pertain to these products:

- FAR 23.103 – Federal agencies must ensure that 95 percent of new contract actions for products and services require products that are sustainable, including biobased products.
- FAR 23.403 – Requires competitive cost-effective purchases of products that meet reasonable performance requirements and contain biobased content.

- FAR 23.404(a) – Requires agencies to have an affirmative procurement program (APP)²⁷ that provides guidelines for purchasing items with biobased content.
- FAR 23.404(b) – Requires that agencies' affirmative procurement programs require that 100 percent of purchases of USDA designated items contain biobased content, unless the item cannot be acquired (i) competitively within a reasonable time frame; (ii) meeting reasonable performance standards; or (iii) at a reasonable price.
- FAR 23.406 – Requires the insertion of a solicitation provision (FAR 52.223-1, Biobased Product Certification) and a contract clause (FAR 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts) when specifying delivery or use of USDA designated items.
- FAR 23.703 – Requires agencies to implement acquisition strategies that promote the use of biobased products.

D.5.3 Find and Purchase

As defined in FSRIA, "biobased products" are products determined by the USDA Secretary to be commercial or industrial goods (other than food or feed) that is composed, in whole or in significant part, of biological products, including renewable domestic agricultural materials and forestry materials.

Visit the USDA's BioPreferred Catalog to view the list of designated items, companies that provide them, and minimum required biobased content. The GSA Green Procurement Compilation also identifies product types covered by the BioPreferred program.

²⁷ In January 2011, the GSA Green Purchasing Plan formally replaced the agency's APP. The GPP addresses all requirements previously included in the APP.

Visit the [GSA Advantage!® Green Aisle](#) to identify and purchase compliant products. BioPreferred products are currently identified with the BioPreferred icon for quick reference in both GSA Advantage!® and the GSA Global Supply™ System. The purchaser is responsible for ensuring that the product is a BioPreferred item when purchasing from these sources.

D.5.4 Additional Resources

[BioPreferred Program](#)

[GSA Green Procurement Compilation](#)

[FedCenter](#)

D.6 EPA WaterSense or other water efficient products

D.6.1 GSA Purchasing Requirement

When purchasing items within the following product categories, GSA buyers shall only purchase products that are designated by EPA as WaterSense items:

- Showerheads
- Toilets
- Urinals
- Bathroom Sink Faucets & Accessories
- Pre-rinse Spray Valves
- Landscape Irrigation Controllers

When purchasing water consuming items that have not yet been included in the WaterSense Program, buyers shall purchase products that meet FEMP specifications.

D.6.2 Authorities

The authorities below address water efficiency and water-efficient products.

Public Laws

EISA requires agencies to identify all "covered facilities" that constitute at least 75 percent of the agency's facility energy and water use. A covered facility may be defined as "a group of facilities at a single location or multiple locations managed as an integrated operation. " An energy manager must be designated for each of these covered facilities. Each facility energy manager is responsible for:

- Completing comprehensive energy and water evaluations of 25 percent of covered facilities each year so that an evaluation of each such facility is completed at least once every four years
- Implementing identified energy and water efficiency measures
- Following up on implemented measures, including fully commissioning equipment, putting in place operations and maintenance plans, and measuring and verifying energy and water savings

Federal Acquisition Regulation

FAR Part 23 requires agencies to purchase water-efficient products. The following sections pertain to these products:

- FAR 23.103 – Federal agencies must ensure that 95 percent of new contract actions for products and services require products that are sustainable, including water-efficient products.
- FAR 23.202 – Sets Federal policy to use and manage water through water-efficient means by (1) reducing potable water consumption intensity to include low-flow fixtures and efficient cooling towers; (2) reducing agency, industry, landscaping, and agricultural water consumption; and (3) storm water management in accordance with section 438 of EISA of 2007.

- FAR 23.703 – Requires agencies to implement acquisition strategies that promote water conservation.

Executive Orders

EO 13514 requires Federal agencies to:

- Ensure that 95 percent of new contract actions, including task and delivery orders, for products and services are water-efficient, where such products and services meet agency performance requirements
- Improve water use efficiency and management by reducing potable water consumption intensity by 2 percent annually through fiscal year 2020, or 26 percent by the end of fiscal year 2020, relative to a baseline of the agency's water consumption in fiscal year 2007, by implementing water management strategies including water-efficient and low-flow fixtures and efficient cooling towers

EO 13423 requires Federal agencies to:

- Beginning in FY 2008, reduce water consumption intensity (gallons per square foot) 2 percent annually through the end of fiscal year 2015, or 16 percent by the end of fiscal year 2015 from a 2007 baseline
- Purchase water efficient products and services, including WaterSense labeled products, and use contractors who are certified through a WaterSense labeled program where applicable

D.6.3 Find and Purchase

WaterSense, a partnership program sponsored by the EPA, seeks to protect the future of our nation's water supply by promoting water efficiency and enhancing the market for water-efficient products, programs, and practices. The program helps consumers identify water-efficient products and programs.

The WaterSense label indicates that these products and programs meet water efficiency and performance criteria. WaterSense labeled products will perform well, help save money, and encourage innovation in manufacturing. To locate WaterSense-labeled products, visit the [EPA's WaterSense web site](#). WaterSense products are also available through GSA *Advantage!*®.

FEMP lists specifications for water-saving products in the upper 25 percent of their class. Visit the [FEMP website](#) to view the specifications to guide in the selection of water-efficient products not yet been included in the WaterSense Program.

The [GSA Green Procurement Compilation](#) also identifies product types covered by the WaterSense and FEMP programs.

Visit the [GSA *Advantage!*® Green Aisle](#) to identify and purchase compliant products. WaterSense products are currently identified with the WaterSense icon for quick reference in both GSA *Advantage!*® and the GSA Global Supply™ System. The purchaser is responsible for ensuring that the product is a WaterSense item when purchasing from these sources.

D.6.4 Additional Resources

[FEMP](#)

[FEMP Water Efficiency](#)

[EPA's WaterSense Program](#)

[GSA Green Procurement Compilation](#)

[FedCenter](#)

D.7 Non-ozone-depleting products or alternatives listed under EPA SNAP

D.7.1 GSA Purchasing Requirement

When purchasing products in the following categories, GSA buyers shall only purchase items that contain acceptable substitutes for ozone-depleting substances (ODS), as identified under EPA's SNAP Program:

- Refrigeration & Air Conditioning
- Foam Blowing Agents
- Cleaning Solvents
- Fire Suppression and Explosion Protection
- Aerosols
- Sterilants
- Tobacco Expansion
- Adhesives, Coatings, and Inks

Purchased products may not contain Class I or Class II ozone-depleting substances.

D.7.2 Authorities

In addition to EOs 13423 and 13514, the authorities below also address ozone-depleting substances.

Public Laws

Under the authority of Section 602(a) of the Clean Air Act, the EPA established standards regarding the use and disposal of ODS.

Federal Acquisition Regulation


FAR Part 23 requires agencies to purchase products that are non-ozone depleting. The following sections pertain to these products:

- FAR 23.103 – Federal agencies must ensure that 95 percent of new contract actions for products and services require products that are sustainable, including non-ozone depleting products.
- FAR 23.803 – Requires agencies to minimize procurement of ODS and to give preference to suitable, safe alternatives. Refers to EPA's SNAP program for list of safe alternatives.
- FAR 23.804 – Requires the insertion of contract clauses regarding ODS and service of refrigeration equipment and air conditioners using ODSs. See FAR clauses 52.223-11, Ozone-Depleting Substances, and 52.223-12, Refrigeration Equipment and Air Conditioners.

D.7.3 Find and Purchase

Non-ozone depleting substances are substances that do not deplete the earth's protective ozone layer. The EPA created SNAP to evaluate and regulate substitutes for ozone-depleting chemicals being phased out under the stratospheric ozone protection provisions of the Clean Air Act. To identify acceptable substitutes for ODS in various product categories, visit EPA's SNAP web site.

The GSA Green Procurement Compilation also summarizes the product types covered by the SNAP program.

GSA Advantage![®] and Global Supply[™] both identify products that include acceptable substitutes for ODS with the SNAP icon . Be sure to select the SNAP box in either of these websites when searching for the above products.

D.7.4 Additional Resources

SNAP Program

<http://www.epa.gov/ozone/snap/>

GSA Green Procurement Compilation

<http://sftool.gov/greenprocurement>

Class I & II Substances

<http://www.epa.gov/ozone/ods.html>

<http://www.epa.gov/ozone/science/ods/classtwo.html>

D.8 Alternative Fuel Vehicles and Petroleum Reduction

D.8.1 GSA Purchasing Requirement

Vehicle Acquisitions

The Energy Policy Act (EPAct) requires that agencies with federal fleets of 20 or more vehicles located in Metropolitan Statistical Areas (MSAs) obtain 75 percent of their light-duty annual acquisitions as alternative fuel vehicles (AFVs). Vehicles acquired outside of the MSAs also count towards an agency's percentage but are not required.

Compliance with EPACT is met by AFV acquisition credits, which are granted based on the number of AFVs acquired or the quantity of biodiesel fuel used. Exempt from the mandate are law enforcement vehicles, emergency vehicles, vehicles used directly for emergency repair of transmission lines and electricity service following power outages, non-road vehicles, medium duty vehicles, and heavy duty vehicles. EPA published guidance to assist agencies in complying with this requirement.

GSA must acquire light-duty and medium-duty passenger vehicles that are low GHG-emitting vehicles. GSA will continue to purchase AFVs both for its own use and for the federal fleet, as well as work to increase the availability of alternative fueling sites.

Fuel Purchases

Federal agency fleets are required to reduce total consumption of petroleum products by a minimum of 2 percent annually through the end of fiscal year 2020, relative to a baseline of fiscal year 2005. Alternative fuel use is required 100 percent of the time in AFVs unless a waiver is acquired from the DOE.

D.8.2 Authorities

Public Laws

EPAct of 1992 requires federal agencies to procure 75 percent of their light duty covered fleet as alternative fuel vehicles.

EPAct of 2005 requires federal agencies to:

- Use applicable alternative fuels in alternative fuel vehicles unless it is not reasonably available (within 5 miles or 15 minutes drive of the vehicles' garaged location) or the cost of the fuel is unreasonably more expensive (cost of alternative fuel is 15 percent more than conventional fuel)
- Submit a waiver request to DOE for an exemption from using the alternative fuel due to inaccessibility

EISA requires federal agencies to:

- Acquire low GHG-emitting vehicles
- Install renewable fuel infrastructure at federal fueling centers
- Provide annual reports to Congress on their progress in meeting this requirement

Executive Orders

EO 13423 requires federal agencies to:

- Implement sustainable practices to reduce petroleum consumption and increase average fleet fuel economy
- Increase the use of alternative fuels by 10 percent annually over the previous year, a total of 159.4 percent, by 2015, from a 2005 baseline

EO 13514 requires federal agencies to reduce the agency fleet's total consumption of petroleum products by a minimum of 2 percent annually through the end of fiscal

year 2020, relative to a baseline of fiscal year 2005, if the agency operates a fleet of at least 20 motor vehicles. Strategies include, but are not limited to:

- Using low GHG emitting vehicles including alternative fuel vehicles
- Optimizing the number of vehicles in the agency fleet
- Reducing vehicle miles traveled

Presidential Memorandums

Federal Fleet Performance requires federal agencies to:

- Acquire 100 percent of their light duty vehicles as alternative fuel vehicles by December 31, 2015
- Locate agency alternative fueled vehicles in proximity to an alternative fuel source and use the designated alternative fuel as soon as practicable
- Limit engine size and additional options to only what is mission essential and ensure executive fleets are comprised of mid-size or smaller sedans (unless larger sedans are mission essential)

Agency heads can exempt law enforcement, protective, emergency response, and military tactical vehicles.

Code of Federal Regulations

41 CFR 101-26.501-1 requires federal agencies to procure all sedans, station wagons, carryalls (sport utility vehicles or SUVs), ambulances, buses, and trucks through GSA.

41 CFR 101-26.501-9 provides federal agencies with the option to lease sedans, station wagons, carryalls (sport utility vehicles or SUVs), ambulances, buses, and trucks through GSA.

Federal Acquisition Regulation

FAR subpart 8.11 covers the procedures for federal agencies to lease motor vehicles from commercial entities, rather than GSA.

D.8.3 Find and Purchase

Vehicle Acquisitions

Alternative fuel vehicles (AFVs) are defined by section 301 of the Energy Policy Act of 1992, as amended (42 U. S. C. 13211), and otherwise includes electric fueled vehicles, hybrid electric vehicles, plug-in hybrid electric vehicles, dedicated alternative fuel vehicles, dual fueled alternative fuel vehicles, qualified fuel cell motor vehicles, advanced lean burn technology motor vehicles, and any other alternative fuel vehicles that are defined by statute.

There are three methods to acquire AFVs and low GHG-emitting vehicles:

- GSA Automotive is a mandatory source of supply for non-tactical vehicle purchases within the United States.
 - Customers interested in buying AFVs can submit orders through AutoChoice.
 - For purchasing questions, visit the website or call (703) 605-CARS (2277).
- GSA Fleet is an optional source of vehicles for agencies interested in leasing vehicles.
 - Customers interested in leasing AFVs can contact their servicing GSA Fleet office, call (703) 605-5630, visit the website, or send an e-mail to AFVteam@gsa.gov for more information.
- GSA Automotive provides commercial lease options through Schedule 751.

Fuel Purchases

Alternative fuels are defined by section 301 of the Energy Policy Act of 1992, as amended (42 U. S. C. 13211), as methanol, denatured ethanol, and other alcohols; mixtures containing 85 percent or more (or such other percentage, but not less than

70 percent, as determined by the Secretary, by rule, to provide for requirements relating to cold start, safety, or vehicle functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel the Secretary determines, by rule, is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

Federal agencies may use the DOE's [Alternative Fueling Station Locator](#) tool to find local alternative fuel stations and to guide in the acquisition and placement of AFVs.

Federal agencies possessing, or looking to obtain electric vehicles, can search GSA's Schedule 23V for electric vehicle charging stations.

D.8.4 Additional Resources

[Department of Energy](#)

[Environmental Protection Agency](#)

[GSA Green Procurement Compilation](#)

[FedCenter](#)

[GSA Automotive](#)

[GSA Fleet](#)

[GSA AFV](#)

D.9 Otherwise environmentally sustainable products²⁸

D.9.1 GSA Purchasing Requirement

GSA buyers shall purchase products that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. In addition to the EPEAT registered products and non- or less-toxic alternatives, GSA buyers shall purchase the following environmentally preferable products:

- Products containing low or no volatile organic compounds (VOCs), such as no/low VOC paints (post-tint)
- Green cleaning products meeting EPA Design for the Environment, Green Seal, or equivalent standards
- Furniture meeting GreenGuard (or equivalent standard accepted by US Green Building Council), Business and Institutional Furniture Manufacturer's Association level or Enhancing Furniture's Environmental Culture (EFEC) standards
- Products that do not contain toxic chemicals and hazardous substances, including those found on EPA's Priority Chemical list

Additionally, GSA buyers shall employ acquisition strategies that affirmatively implement the following environmental objectives:

- Eliminate or reduce the generation of hazardous waste and the need for special material processing (including special handling, storage, treatment, and disposal)
 - Promote the use of non-hazardous and recovered materials
-

²⁸ Consistent with the guidelines set forth on the EPA Environmentally Preferable Purchasing Website (including products containing non- or less-toxic chemicals or containing alternatives to those on EPA's Priority Chemicals list).

- Realize life-cycle cost savings
- Promote cost-effective waste reduction when creating plans, drawings, specifications, standards, and other product descriptions authorizing material substitutions, extensions of shelf-life, and process improvements
- Promote waste reduction through the use of duplexing (two-sided copying and printing) and electronic communications

D.9.2 Authority

In addition to EOs 13423 and 13514, the authorities below also address environmentally preferable products and services.

Federal Acquisition Regulation

FAR Part 23 requires agencies to purchase environmentally preferable products and services. The following sections pertain to environmentally preferable products and services:

- FAR 23.103 – Federal agencies must ensure that 95 percent of new contract actions for products and services require products that are sustainable, including environmentally preferable and non- or less-toxic products and services.
- FAR 23.703 – Requires agencies to implement cost-effective green contracting preference programs and employ sustainable acquisition strategies.
- FAR 23.705 – Requires insertion of clause 52.223-10, Waste Reduction Program, in solicitations and contracts for contractor operation of, or for support services at, government-owned or -leased facilities or for support services.

FAR 39.101 - Requires agencies to identify policies regarding environmental preferability requirements when purchasing IT.

D.9.3 Find and Purchase

Environmentally preferable means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison applies to raw materials, manufacturing, packaging, distribution, use, reuse, operation, maintenance, and disposal. However, environmentally preferable is a comparative term and is not necessarily limited to single attributes such as recycled content or energy efficiency. Buyers should consider the entire lifecycle of a product in determining whether one product is environmentally preferable to another.

While there is no designated list of environmentally preferable products and services, OFEE and OFPP encourage agencies to purchase products that do not fall into the other “green” procurement categories described in this section, such as:

- Electronic equipment that has duplexing capability
- Green cleaning products and services
- Green meeting and conference services
- Environmentally preferable construction products and materials, such as paint with no or low volatile organic content (VOCs), or native landscaping plants

The EPA has created a [Database of Environmental Information for Products and Services](#) that can assist you in finding EPPs. It is searchable by product category or product name. Use this site to find the most comprehensive list of EPPs. When ordering an EPP, request a product that contains multiple environmental attributes to satisfy the requirement to purchase EPP products, when attempting to buy using a GSA schedule.

EPA has also issued guidance on [Environmentally Preferable Purchasing](#), which helps buyers to find and evaluate information about green products and services, identify green purchasing requirements, calculate costs and benefits of purchasing choices, and manage green purchasing processes.

Environmental preferable products include products composed of non- or less-toxic alternatives. The [EO 13423 implementing instructions](#) provide criteria for agencies to consider in order to reduce toxic chemicals and hazardous substances, including EPA's Priority Chemical list of [31 substances](#).

The EPA has identified priority chemicals which, due to their harm to human health, are to be substituted with readily-available alternatives that decrease the environmental and health risk. Review the list of priority chemicals and seek out products that do not contain these chemicals. For example, the table below identifies several common priority chemicals and safer alternatives that buyers should seek as substitutes.

CHEMICAL	TYPICAL USE	ALTERNATIVES	LIMITATIONS / EXCEPTIONS
Cadmium	Electroplating Processes	Alternative metal coatings, metal deposition, flame coating, limited area plating	None
Lead	Tin/Lead Soldering (Electrical and Electronic Components)	Tin copper eutectic, tin silver eutectic	ONLY for repair and rework operations
Mercury	Temperature and Pressure Measuring	Aneroid manometers (Digital and	Exempt where called for in 3rd party

	Devices (Medical and Industrial)	electronic temperature measuring devices)	specification or certification (ASTM, NIST, EPA)
	Switches	Electronic thermostats (Mechanical switches, ultrasonic and photoelectric sensors)	ONLY for new construction, renovation in facilities, and replacement in hardware, etc.
Napthalene	Pesticide	Integrated pest management including process changes	None
Polychlorinated Biphenyls (PCBs) ³ 500 parts per million	Insulating Material (Dielectric Fluids in Transformers and Ballasts)	Early retirement of existing PCB containing equipment	None

GSA has added an icon for EPA Primary Metals Free items in both the [GSA Advantage![®]](#) and [Global Supply[™]](#) system. This icon identifies items that do not include cadmium, mercury, or lead.

In addition, the [GSA Green Procurement Compilation](#) also identifies product types covered by EPA's Design for the Environment program.

D.9.4 Additional Resources

EPA's EPP Program

GSA Green Procurement Compilation

Database of Environmental Information for Products and Services

EPA's Priority Chemicals List